



MANAGEMENT OFFICER

The U.S. Consulate General in Melbourne is seeking an individual for the position of Management Officer. The successful candidate will act under the direct supervision of the Consulate's Principal Officer, with guidance from the Management Counsellor in Canberra as necessary. The position conducts a continuing review of post requirements and administrative services, overseeing all management activities including general services, financial and personnel operations. The Management Officer advises the Principal Officer and Heads of Agencies on administrative procedures.

Salary: A\$114,184 p.a. pro-rata + superannuation benefits
Hours: Full Time 40hrs/week, Monday to Friday.

For further information and the selection criteria please refer to the [Duties and Responsibilities Statement](#).

Forward letter, response to the selection criteria and resume to the Management Office U.S. Consulate General, 553 St Kilda Road, Melbourne, VIC 3004 by
C.O.B JUNE 10, 2011.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE:
MANAGEMENT OFFICER

POSITION GRADE LE- 12
(STARTING SALARY A\$114,184,
PRO-RATA)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

The successful candidate acts under the direct supervision of the Consulate's Principal Officer, with guidance from the Management Counselor in Canberra as necessary. The position conducts a continuing review of post requirements and administrative services, overseeing all management activities including general services, financial and personnel operations. The Management Officer advises the Principal Officer and Heads of Agencies on administrative procedures.

Major Duties and Responsibilities

(A)

The incumbent oversees all management activities including general services, financial and personnel operations.

(B)

The incumbent acts as contracting officer with a USD\$100,000 warrant and is responsible for leasing, procurement, housing, construction, maintenance and housekeeping activities, transportation, customs, and travel. The incumbent also supervises cashiering and vouchering activities.

(C)

The incumbent acts as an approving officer for travel, representation, education, post allowance and petty cash and works with RFMC on budget preparation. The incumbent also oversees post level functions in compensation and payroll.

(D)

Directs and coordinates personnel activities with PMO Canberra.

(E)

The incumbent acts as the Post Occupational, Safety and Health Officer and Fire Officer. In this capacity the incumbent provides administrative advice and assistance to the principal officer, resident agencies, and employees.

(F)

Provides support for VIP visits to the consular district; this includes administrative support for USG visitors to Melbourne as appropriate.

(G)

Develops and maintains relationships with host government, and non-government contacts in matters relating to administrative duties.

(H)

Ensures administrative section employees are cross-trained.

(I)

Establishes and maintains appropriate management/internal control systems in accordance with the management controls handbook.

(J)

The incumbent coordinates with the Information Programs Officer for information systems requirements.

(K)

The incumbent coordinates with the Post Security Officer for implementation of the security program.

SELECTION CRITERIA

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School (Year 12) is required. At least two years of full-time post secondary study (or the equivalent hours spread across a part-time study period) of additional coursework (through university studies) or certification (through occupational training facilities) in any of the following - Human Resources, Business Administration, Management, Finance or Purchasing is required.
2. A minimum of five years progressively responsible experience in administrative management, with supervisory duties being a major component of previous position(s) is required.
3. Level 4 (Fluent) written and spoken English is required.
4. A proven ability to work independently, displaying self motivation, a high level of initiative and outstanding organizational skills; is required.
5. The applicant must be able to demonstrate the ability to work under pressure and perform multiple functions concurrently, displaying a proven ability to make decisions.
6. The applicant must be able to demonstrate excellent negotiating skills and the ability to relate to and influence all levels of management.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED UNRESTRICTED WORK AND/OR RESIDENCY PERMITS WITH 12 MONTHS VALIDITY TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

TO APPLY

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General
Level 6, 553 St Kilda Road
Melbourne VIC 3004

THE DEADLINE FOR APPLICATIONS IS C.O.B JUNE 9, 2011

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

U.S. Mission Australia maintains a drug free work environment.

Appendix

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References